



Department of Energy

Washington, DC 20585

August 2, 2005

MEMORANDUM TO: Program Records Officials

FROM: Sharon A. Evelin *Sharon A. Evelin*
Departmental Records Officer

SUBJECT: Numbered Memo 2005-23: Action: Estimate of
Permanent Historically Valuable Classified Records

The Office of Classification and Information Control, Office of Security, is in the process of identifying and reviewing Department of Energy (DOE) records that require classification review under Executive Order 12958. Plans are being made for the future when additional inactive, classified permanent historically valuable (PHV) records will meet the 25-year requirement, as well as trying to identify any additional records from DOE Program Offices and Field organizations that may require review under the Executive Order.

The records community has assisted previously with classification review efforts (see Numbered Memo 2003-08, Inventory of Inactive Classified Records Greater than 25 Years Old) and is being asked for further assistance. To help the Office of Security in planning, please identify the title, volume, and location of PHV classified records that will become 25 years old in each of the years 2007 – 2017 at DOE Program Offices and Field organizations.

Please forward consolidated responses for your Headquarters and Field organizations to Roxzanne Jones (at roxzanne.jones@hq.doe.gov) by August 19, 2005. A copy of your response should be sent to Jim Wendt in the Office of Security. Any questions regarding this request should be addressed to him at 301-903-4199. Your cooperation in this initiative is appreciated.

cc: Headquarters Records Liaison Officers
Records Management Field Officers
J. Wendt, SO-10.2

